

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
DECEMBER 15, 2015
TOWN HALL
3:00 PM**

Board Members Present: Nadine A. Hawver, Chairman
David A. Smith, Jr., Clerk
Andrew G. Petersen

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to Town Administrator

Chairman Hawver called the meeting to order at 3:30 pm.

CDBG EXTENSION:

Administrator LaBombard stated that an extension contract has been received for the FY14 Community Development Block Grant (CDBG). She stated that it would be a six month extension to allow the completion of the housing rehabilitation projects and recommended that the Board sign the extension. Selectman Smith moved to authorize the chairman to sign the extension for the FY14 Community Development Block Grant, seconded by Selectman Petersen. The motion carried unanimously.

Administrator LaBombard stated that she will be getting a quote for new snow guards on the roof of the Town Hall and recommended that the cost of the snow guards be the Town's contribution towards the FY16 CDBG.

FY17 BUDGET:

Tabled until a future meeting.

WATER FARM ROAD CLOSING:

Chairman Hawver stated that she received a message from a resident complimenting the Board on the closure of the Water Farm Road cutoff during the winter months. Administrator LaBombard stated that a complaint was received regarding the same closure and asked the Board if they would like to continue the closure of the Water Farm Road cutoff in the winter months. Discussion ensued. It was the consensus of Board to continue the closure of the Water Farm Road cut off during the winter months.

FY16 SCHOOL ASSESSMENT:

Administrator LaBombard distributed a letter drafted to School Committee Chairman Carl Stewart regarding the School Committee meeting held on December 9, 2015. Selectman Smith moved to send the letter to School Committee Chairman Carl Stewart, seconded by Selectman Petersen. The motion carried unanimously.

Administrator LaBombard read three letters that were received from School Superintendent David Hastings. The first letter was regarding the amended Southern Berkshire Regional School District budget, the second letter was regarding billing using the approved budget from March 11, 2015 and the last letter was inviting the Board to a discussion with some members of the School Committee to have a one on one discussion outside of a posted meeting. Discussion ensued. It was the consensus of the Board not to attend the discussion with the School Committee members since all members of the Board would be unable to attend if the meeting was not a posted meeting. The Board asked that

Administrator LaBombard respond to Superintendent Hastings invitation and invite Superintendent Hastings and any School Committee members that are interested in having a discussion to a posted meeting at the Town Hall.

TIME CLOCK FOR EMPLOYEES:

Discussion ensued regarding purchasing a time clock for Town Hall employees due to the number of comments and/or complaints from the public. It was the consensus of the Board to review the personnel policy before deciding to purchase a time clock.

HIGHWAY STAFFING:

Administrator LaBombard stated that the Highway Superintendent has submitted a letter stating that he would be retiring on March 11, 2016. She asked the Board what they would like to do for a replacement for the Highway Superintendent. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard ask the previous Highway Superintendent if he would be interested in being the Interim Highway Superintended until a permanent Highway Superintendent is hired.

FULL-TIME POLICE OFFICER APPLICANTS:

Administrator LaBombard stated that there were two applicants for the full-time Police Officer position and distributed the letters of interest from each candidate. It was the consensus of the Board to discuss and make a decision at their next regular meeting.

Selectman Smith moved to adjourn the meeting, seconded by Selectman Petersen. The motion carried unanimously.

Chairman Hawver adjourned the meeting at 4:00 pm

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

Documents Reviewed at this meeting:
E-mail from Patricia Mullins at BRPC Regarding FY14 CDBG Extension
FY14 CDBG Contract Extension
Draft Letter to SBRSD School Committee Chairman
Three Letters from Superintendent Hastings
Retirement Letter from Highway Superintendent
Letters of Interest for Full-Time Police Officer Position